

Regular Meeting
Monday, July 18, 2022 7:00 PM

Central Office Conference Room
225 Pleasant St
Saranac, Michigan 48881

Agenda

1. Call to Order _____
2. Pledge of Allegiance
3. Additions, Deletions & Modifications to the Agenda
4. Approval of Minutes
5. Treasurer's Report -
6. Comments from Guests - Agenda Items
7. Action Items
 - 7.a. Investment of Funds
 - 7.b. Authorized Signatures
 - 7.c. Depositories of School Funds
 - 7.d. Annual Loan/Repayment Activity Application
 - 7.e. Pay Bills
 - 7.f. Hire Staff
8. Reports/Presentations
 - 8.a. New Mascot Imagery
 - 8.b. Solar Energy
 - 8.c. Elementary School Handbook
 - 8.d. Discipline Data
 - 8.e. Removal of Admin Non-Renewal
9. Comments from Guests - Non Agenda Items
10. Approve Executive Session Minutes
11. Superintendent's Report
12. Board Requests/Reports
13. Communications
14. Other
15. Adjournment _____

Saranac Community Schools
Board of Education
Meeting #16

The regular meeting of the Saranac Community Schools Board of Education was held on Monday, June 20, 2022 in the Conference Room, Saranac Central Office, and 225 Pleasant Street, Saranac, MI.

President, Sarah Doll called the meeting to order at 7:00 p.m.

Present: Doll, Courtnay, Hawkins, Hesché, & VanKuiken.

Absent: Elliott & Price.

Teri Bergy led in the Pledge of Allegiance.

ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA: Superintendent, Jason Smith would like to add Treasurer's Report for May and Action Item 8.g., Approve SESA Contract changes to the agenda.

APPROVAL OF MINUTES: Minutes from regular meeting dated June 6, and Finance Committee minutes dated June 15, 2022 were approved as presented.

TREASURER'S REPORT: The Treasurer's Report for May was approved as presented.

COMMENTS FROM GUESTS – AGENDA ITEMS: None

BUDGET HEARING FOR 2022-2023 SCHOOL YEAR: Superintendent, Jason Smith conducted the budget hearing for the projected 2022-2023 fiscal year budget for General Fund, Food Service Fund and Student/School Activity Fund.

APPROVE APPROPRIATION ACT OF THE 2022-2023 BUDGET: Superintendent, Jason Smith presented the 2022-2023 budget for adoption.

Motion by VanKuiken, supported by Courtnay and unanimously approved that the Saranac Board of Education approve the 2022-2023 budget as presented.

APPROVE FINAL 2021-2022 BUDGET AMENDMENT: Motion by Hesché, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the final budget amendment for the 2021-2022 school year as presented.

ACCEPT GIFTS: Motion by Doll, supported by Courtnay and unanimously approved that the Saranac Board of Education accept the gifts listed below totaling \$5,400.00 for the month of May/June as presented.

To:	Donation for:	Amount
Donation to Saranac Schools	Memorial for Pinckney & Coulson	\$ 50.00
Donation to Saranac Schools	Football Program	\$ 500.00
Donation to Saranac Schools	Softball Program	\$ 3,000.00
McGee Scholarship	Donation	\$ 50.00
"No Parking" signs	Donation	\$ -

Saranac Promise	Memorial for Karen Coulson	\$ 100.00
Scholarship Donation	Donation-EMT/Firefighter	\$ 500.00
Football Program	Donation	\$ 100.00
Donation	Kirby Vacuum Donation	\$ 1,100.00
Donation	Hauling Mulch	\$ -
Donation	Donation of Mulch	\$ -
Total This Month		\$ 5,400.00
Total Gifts for 2021-2022 Including This Month		\$ 268,094.17

BILLS PAID: Motion by Courtney, supported by Hesche and unanimously approved that the Saranac Board of Education approve the bills paid from General Fund for May/June for \$1,105,621.90 as presented.

HIRE TEACHERS: Motion by Courtney, supported by VanKuiken and unanimously approved that the Saranac Board of Education hire Joshua Smith as the JSH Social Studies teacher and hire Amanda Germanese as the 4th grade Elementary Teacher upon a clear criminal history check.

APPROVE PRINCIPAL'S CONTRACTS: Motion by VanKuiken, supported by Courtney and unanimously approved that the Saranac Board of Education approve Mike Catrell and Sara Serne's contracts as presented.

APPROVE GENERAL FUND OPERATING LOAN: Motion by Doll, supported by Hesche and unanimously approved that the Saranac Board of Education waive past practice and adopt the attached resolution: *Resolution Authorizing Issuance of Notes in Anticipation of State School Aid (August Borrowing).*”

CLOSED SESSION FOR NEGOTIATIONS: Motion by Hawkins, supported by Courtney that the Saranac Board of Education go into closed session at 7:31 p.m. for S.E.S.A. negotiations returning to open session at 7:48 p.m. Roll Call Vote: Yes – Courtney, Doll, Hawkins, Hesche, & VanKuiken. Motion Carried.

APPROVE SESA CONTRACT: Motion by Hawkins, supported by Courtney that the Saranac Board of Education waive past practice and approve SESA's proposed language and financial changes as presented. Roll Call Vote: Yes – Courtney, Doll, Hawkins, & VanKuiken. Abstained from voting was Hesche. Motion Carried.

COMMENTS FROM GUESTS – NON-AGENDA ITEMS: None

APPROVE EXECUTIVE SESSION MINUTES: Minutes dated June 6, 2022 were approved as presented.

SUPERINTENDENT'S REPORT: Mr. Smith reported they received word from the Native American Heritage Group that we were granted \$139,318.90 in grant money to help with the cost of changing the mascot imagery. Mr. Smith will accept the check at a ceremony on August 19th. S & K Printing are working on imagery for the new mascot. Mr. Smith presented information on the RFP for Solar Energy. This will be brought back at the July meeting as a presentation item. We are reviewing the Facility & Use Agreement Form and may make changes. We plan to have a meeting with OAK and Tower Pinkster on August 9th at 9 a.m. for a walk-thru to see what the needs of the district may be for a future bond issue.

Mr. Smith thanked Teri Bergy for all her years of service as this is her last board meeting before retirement. Becky Bowen will be taking over Teri's position beginning July 1. Teri has been training Becky for the last couple of months. We wish Teri the very best in retirement.

BOARD REQUESTS/REPORTS: None

COMMUNICATIONS: Superintendent, Jason Smith reported that teacher, Molly Milks and husband welcomed a new baby last Friday.

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:16 p.m.

Respectfully submitted,

Roy Hawkins
Secretary

SARANAC COMMUNITY SCHOOLS
GENERAL FUND TRIAL BALANCE
AS OF JUNE 30, 2022
NOT FULLY ACCRUED

Cash Checking	\$2,116,485.25
Cash Savings	\$261,004.76
Cash Payroll Checking	\$1,336.69
Petty Cash Petty Cash	\$400.00
Inventory Supplies	\$44,527.77
Prepaid/Deferred Expenditures Apple iPad Apps	\$94.05
TOTAL ASSETS	<u>\$2,423,848.52</u>
Accounts Payable	\$36,129.11
Accounts Payable Workers Comp	\$9,413.13
Tax Anticipation Notes and Loans Payable	\$1,000,000.00
Due to Other Governmental Units Taxes Retirement	\$66,004.03
Due to Other Governmental Units Taxes Retirement - Stabilization 147c	(\$514,530.45)
Payroll Related Accrual Liabilities State Withholding Tax EFT	\$12,356.57
Payroll Related Accrual Liabilities Insurance Employee Portion	\$2,915.48
Accrued Expenditures	\$315,202.33
Salaries Payable	\$501,428.04
Salaries Payable Terminal Leave Payable	\$11,693.15
Unearned Revenue	\$338,134.12
TOTAL LIABILITIES	<u>\$1,778,745.51</u>
Beginning Fund Balance	\$2,050,345.37
Fund Revenues	\$8,180,064.07
Fund Expenditures	(\$9,585,306.43)
TOTAL FUND BALANCE	<u>\$645,103.01</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$2,423,848.52</u>

SARANAC COMMUNITY SCHOOLS
 GENERAL FUND REVENUES SUMMARY
 AS OF JUNE 30, 2022
 NOT FULLY ACCRUED

	Amended Budget	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$1,047,742.00	\$942,769.53	\$104,972.47	89.98%
300 - Revenue from State Sources	\$7,977,923.00	\$6,652,238.87	\$1,325,684.13	83.38%
400 - Revenues from Federal Sources	\$783,939.00	\$426,216.71	\$357,722.29	54.37%
500 - Incoming Transfers and Other Transactions	\$146,296.00	\$141,773.46	\$4,522.54	96.91%
600 - Fund Modifications	\$14,917.00	\$17,065.50	(\$2,148.50)	114.40%
	\$9,970,817.00	\$8,180,064.07	\$1,790,752.93	82.04%

SARANAC COMMUNITY SCHOOLS
GENERAL FUND EXPENDITURES
AS OF JUNE 30, 2022
NOT FULLY ACCRUED

Function* Code	Amended Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
1111 - Elementary	\$3,015,070.00	(\$0.01)	\$2,759,067.08	\$256,002.93	91.51%
1112 - Middle/Junior High	\$727,398.00	\$0.00	\$651,992.40	\$75,405.60	89.63%
1113 - High School	\$1,430,470.00	(\$609.95)	\$1,285,284.78	\$145,185.22	89.81%
1119 - Summer School	\$16,545.00	\$0.00	\$25,274.03	(\$8,729.03)	152.76%
1122 - Special Education	\$859,603.00	\$0.00	\$752,286.50	\$107,316.50	87.52%
1125 - Compensatory Education	\$153,533.00	\$0.00	\$148,554.72	\$4,978.28	96.76%
1212 - Guidance Services	\$127,318.00	\$0.00	\$117,140.17	\$10,177.83	92.01%
1215 - Speech Pathology and Audiology Services	\$174,482.00	\$0.00	\$173,341.88	\$1,140.12	99.35%
1216 - Social Work Services	\$15,568.00	\$0.00	\$16,642.44	(\$1,074.44)	106.90%
1219 - Other Pupil Support Services	\$10,808.00	\$0.00	\$10,780.36	\$27.64	99.74%
1221 - Improvement of Instruction	\$280,030.00	\$0.00	\$268,132.61	\$11,897.39	95.75%
1222 - Educational Media Services	\$47,712.00	\$0.00	\$41,025.65	\$6,686.35	85.99%
1226 - Supervision and Direction of Instructional Staff	\$35,444.00	\$0.00	\$30,701.24	\$4,742.76	86.62%
1227 - Academic Student Assessment	\$500.00	\$0.00	\$682.50	(\$182.50)	136.50%
1231 - Board of Education	\$52,742.00	\$0.00	\$46,356.51	\$6,385.49	87.89%
1232 - Executive Administration	\$286,729.00	\$0.00	\$278,228.40	\$8,500.60	97.04%
1241 - Office of the Principal	\$294,623.00	\$0.00	\$272,865.38	\$21,757.62	92.62%
1242 - Junior High Sch Principal Admin	\$168,998.00	\$0.00	\$153,191.06	\$15,806.94	90.65%
1243 - Senior High Sch Principal Admin	\$172,520.00	\$0.00	\$161,810.85	\$10,709.15	93.79%
1249 - Other School Administration	\$2,000.00	\$0.00	\$1,915.83	\$84.17	95.79%
1252 - Fiscal Services	\$179,548.00	\$0.00	\$171,936.78	\$7,611.22	95.76%
1259 - Other Business Services	\$74,545.00	\$0.00	\$37,749.22	\$36,795.78	50.64%
1261 - Operating Buildings Services	\$875,025.00	\$0.00	\$835,680.53	\$39,344.47	95.50%
1271 - Pupil Transportation Services	\$592,958.00	\$0.00	\$562,512.49	\$30,445.51	94.87%
1284 - Non-Instructional Technology Services	\$169,014.00	\$0.00	\$151,938.74	\$17,075.26	89.90%
1285 - Pupil Accounting	\$13,410.00	\$0.00	\$0.00	\$13,410.00	0.00%
1291 - Pupil Activities	\$42,034.00	\$0.00	\$33,358.04	\$8,675.96	79.36%
1293 - Athletic Activities	\$195,053.00	\$0.00	\$191,831.25	\$3,221.75	98.35%
1295 - Agency Activities	\$2,462.00	\$0.00	\$2,462.00	\$0.00	100.00%
1411 - Payments to Other Public Schools Within the State of Michigan	\$9,114.00	\$0.00	\$8,613.87	\$500.13	94.51%
1456 - Building Improvement Services	\$23,980.00	\$0.00	\$23,979.00	\$1.00	100.00%
1511 - Debt Service - Long Term Only - Principal	\$13,348.00	\$0.00	\$13,347.12	\$0.88	99.99%
1641 - Fund Modification - Capital Proj	\$356,623.00	\$0.00	\$356,623.00	\$0.00	100.00%
	\$10,419,207.00	(\$609.96)	\$9,585,306.43	\$834,510.53	91.99%

School Days available	180
Complete to Date	180
% complete	100.00%

SARANAC COMMUNITY SCHOOLS
FOOD SERVICE TRIAL BALANCE
AS OF JUNE 30, 2022
NOT FULLY ACCRUED

Cash Checking	\$240,441.96
Petty Cash Petty Cash	\$40.00
Due From Other Governmental Units	(\$10,964.71)
Inventory Supplies	\$3,786.74
TOTAL ASSETS	<u>\$233,303.99</u>
Accounts Payable	\$4,329.16
Unearned Revenue	\$6,290.95
TOTAL LIABILITIES	<u>\$10,620.11</u>
Beginning Fund Balance	\$107,886.75
Fund Revenues	\$498,587.80
Fund Expenditures	(\$383,790.67)
TOTAL FUND BALANCE	<u>\$222,683.88</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$233,303.99</u>

SARANAC COMMUNITY SCHOOLS
 FOOD SERVICE REVENUES AND EXPENDITURES
 AS OF JUNE 30, 2022
 NOT FULLY ACCRUED

Function* Code	Amended Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
REVENUE:					
100 - Revenue from Local Sources	\$13,022.00	\$0.00	\$17,412.79	(\$4,390.79)	133.72%
300 - Revenue from State Sources	\$31,512.00	\$0.00	\$18,972.37	\$12,539.63	60.21%
400 - Revenues from Federal Sources	\$480,234.00	\$0.00	\$462,202.64	\$18,031.36	96.25%
	<u>\$524,768.00</u>	<u>\$0.00</u>	<u>\$498,587.80</u>	<u>\$26,180.20</u>	<u>95.01%</u>
EXPENDITURE:					
1297 Food Service	\$502,544.00	\$0.00	\$372,390.67	\$130,153.33	74.10%
1611 Fund Modification	\$11,500.00	\$0.00	\$11,400.00	\$100.00	99.13%
	<u>\$514,044.00</u>	<u>\$0.00</u>	<u>\$383,790.67</u>	<u>\$130,253.33</u>	<u>74.66%</u>

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Investment of Funds

POLICY: 6144 Investment of Funds

The board normally adopts a resolution authorizing the superintendent to invest surplus funds of the district at its first meeting in July. We typically invest the proceeds from the operating loan and surplus funds in the General Fund, Scholarship, and Debt Funds.

Suggested Resolution

I move that the Saranac Board of Education approve the superintendent to invest of surplus funds of the district for the FY: 2022-2023 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Authorized Signatures

Authorized Signatures - the board shall authorize the signatures of those persons who may sign checks upon the various accounts of the district. Facsimile signatures may be used as authorized by the board.

The following shall be authorized to sign checks from the various accounts:

General Fund Checking	Central Office Secretary Assistant Bookkeeper, Superintendent & Finance Director
General Fund Payroll Checking	Superintendent Assistant Bookkeeper & Finance Director
General Fund Savings	Superintendent Assistant Bookkeeper & Finance Director
General Fund MILAF+	Electronic Transfer Superintendent & Finance Director
Food Service Checking	Assistant Bookkeeper Central Office Secretary & Finance Director
Scholarship Checking	Assistant Bookkeeper Central Office Secretary
Student/School Activity Checking	Superintendent, Finance Director Assistant Bookkeeper & Central Office Secretary
2015 A Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2016 Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2018 Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2018 Capital Project Bond Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2020 Refinanced Debt Service Fund Checking Account	Superintendent & Finance Director
Capital Project Local Fund	Electronic Transfer Superintendent & Finance Director
General Fund Account A (Sweep) (2 sign)	Assistant Bookkeeper Superintendent & Finance Director
General Fund ICS Reciprocal Sweep	Superintendent & Finance Director

Suggested Resolution

I move that the Saranac Board of Education approve the above signatures on accounts for the FY: 2022-2023 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Designate Depositories for School Funds

POLICY: 0150

The board normally adopts a resolution designating the institutions for school funds at its first meeting in July. Below is the list we currently use.

Fund/Bank	Note	Proration
Capital Projects Funds		
Currently not used		
Michigan School District Liquid Asset Fund Plus (MILAF)		100%
Independent Bank, Saranac	Payments flow through	
Debt Fund		
UMB Bank	Payment Only (from IBC)	0%
The Bank of New York	Payment Only (from IBC)	0%
Independent Bank, Saranac		100%
General Fund		
Independent Bank, Saranac		up to 100%
Michigan School District Liquid Asset Fund Plus (MILAF)		up to 100%
Scholarship/Fiduciary Funds		
Independent Bank, Saranac		5%
Grand Rapids Community Foundation		95%
Special Revenue Funds (FS and Student/School Activities)		
Independent Bank, Saranac		100%

Suggested Resolution

I move that the Saranac Board of Education approve the above depositories for school funds for FY: 2022-2023 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Annual Loan/Repayment Activity Application

POLICY: 6145 - Borrowing

Jammie Sprank has been working with our Bond Authority. We will be in repayment mode for the 2022-23 school year regarding our School Bond Loan for our Debt Funds. Those approximate figures are attached. The amount they anticipate we will repay is \$954,497.00. A resolution and application are attached and is due back to the Michigan Department of Treasury by August 1.

Suggested Resolution

I move that the Saranac Board of Education approve the 2022-23 Annual Loan/Repayment Activity Application showing the amount to repay is \$954,497.00.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

School Bond Qualification and Loan Program
 School Loan Revolving Fund
 Bureau of Bond Finance
 Michigan Department of Treasury
 430 W. Allegan
 Lansing, MI 48922

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION
 For Participation in the School Bond Qualification and Loan Program

Legal Name of School District Saranac Community Schools	District Code No. 34-120	County Ionia County
--	-----------------------------	------------------------

CERTIFICATE

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the 18th day of July, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____.

Roy Hawkins

 (Type or Print Name of Secretary)

 (Signature of Secretary)

David Price

 (Type or Print Name of Treasurer, Board of Education)

 (Signature of Superintendent of Schools)

RESOLUTION

A meeting was called to order by _____, President.

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____

and supported by Member _____

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.

2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2022)	9.00	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2022		\$ 1,599,688.29
Estimated amount to borrow from or repay to the SBLF and/or SLRF		(\$954,497.00)
Estimated accrued interest		\$79,984.41
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2023		\$725,175.70

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Superintendent is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

Nays: Members

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approval of Bills

- Bills Paid: \$833,103.60 from General Fund for June/July

Suggested Resolution

I move that the Saranac Board of Education approve the bills paid from General Fund for June/July in the amount of \$833,103.60 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/16/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account:	GF CHECKING - General Fund Checking					
Check	06/16/2022	65305	Accounts Payable	Voyager Sopris Learning		682.50
	Invoice			Description		Amount
	5178287		04/04/2022	S Smith		682.50
GF CHECKING General Fund Checking Totals:						\$682.50

Checks: 1 \$682.50

Transactions: 1

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/20/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	06/20/2022	65306	Accounts Payable	SYNCBI/Amazon		945.38
	Invoice			Description		Amount
	459976534586			Admin Office Supplies		30.36
	689756477383			ES Teaching Supplies		26.38
	538544645343			Admin Office Supplies		11.77
	663393759583			Laminating Film-ES		171.47
	676474366565			Maintenance Supplies		84.00
	933947867967			Laminating Film		171.48
	937495393856			Laminating Film		171.49
	457886759997			Maintenance Supplies		65.96
	6459645885663			ES Teaching Supplies		14.64
	444576886399			ES Teaching Supplies		51.39
	454746764373			ES Teaching Supplies		33.00
	843777368756			ES Teaching Supplies		30.14
	575954577339			Tech Supplies		83.30
GF CHECKING General Fund Checking Totals:						\$945.38

Transactions: 1

Checks: \$945.38

1

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/24/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	06/24/2022	65307	Accounts Payable	American Fidelity Assurance		1,143.84
	Invoice		Date	Description		Amount
	D468865		06/24/2022	CUSTOMER 95799		1,143.84
Check	06/24/2022	65308	Accounts Payable	American Fidelity Assurance Company		225.40
	Invoice		Date	Description		Amount
	2038119A		06/24/2022	CUSTOMER 95799		225.40
Check	06/24/2022	65309	Accounts Payable	HORACE MANN		1,316.59
	Invoice		Date	Description		Amount
	6.24.22 PAYROLL		06/24/2022	GROUP 210403A		1,316.59
Check	06/24/2022	65310	Accounts Payable	Transamerica Employee Benefits		47.30
	Invoice		Date	Description		Amount
	6.24.22 PAYROLL		06/24/2022	6.24.22 PAYROLL		47.30
GF CHECKING General Fund Checking Totals:						\$2,733.13
Checks: 4						\$2,733.13

Transactions: 4

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/23/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	06/23/2022	65311	Accounts Payable	A PARTS WAREHOUSE		376.40
	Invoice			Description		Amount
	169695		06/10/2022	Bus Seat Covers		306.00
	169523		06/10/2022	Transportation Supplies		70.40
Check	06/23/2022	65312	Accounts Payable	A.B. Dick Document Solutions		1,489.51
	Invoice			Description		Amount
	21AR46316		06/10/2022	JSH Color Copier		231.94
	21AR1247316		06/10/2022	Supt. Copier		143.44
	21AR1234304		06/10/2022	Staples-JSH		118.50
	21AR1250124		06/10/2022	Printers		65.18
	21AR1250480		06/10/2022	Copiers		930.45
Check	06/23/2022	65313	Accounts Payable	CATRELL, MIKE		560.00
	Invoice			Description		Amount
	JCS06162022		06/10/2022	Cell Phone reimbursement/Dec.-June		560.00
Check	06/23/2022	65314	Accounts Payable	Chuck Prins Equipment Repair		155.00
	Invoice			Description		Amount
	0015		06/10/2022	Mower Parts		155.00
Check	06/23/2022	65315	Accounts Payable	ESS Midwest, Inc. / PCMI		8,537.81
	Invoice			Description		Amount
	82751		06/10/2022	Salaries & Fees		4,675.17
	82657		06/10/2022	Sub Salaries & Fees		3,862.64
Check	06/23/2022	65316	Accounts Payable	GALAXY SIGNS & AWARDS		278.00
	Invoice			Description		Amount
	3314		06/10/2022	Athletic Plaques		278.00
Check	06/23/2022	65317	Accounts Payable	Gallagher Uniform		113.56
	Invoice			Description		Amount
	10788285		06/10/2022	Towels & Uniforms		113.56
Check	06/23/2022	65318	Accounts Payable	Granger		27.79

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/23/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice			Description		Amount
Check	06/23/2022	23996676	65319 Accounts Payable	Curby Recyclers-JSH		27.79
	Invoice			Description		Amount
Check	06/23/2022	563873543	65320 Accounts Payable	GRANITE TELECOMMUNICATIONS		342.22
	Invoice			Description		Amount
Check	06/23/2022	65321 Accounts Payable	65320 Accounts Payable	Fax & 911 Lines		342.22
	Invoice			Description		Amount
Check	06/23/2022	2201	65321 Accounts Payable	Instrumentalist Awards LLC		311.00
	Invoice			Description		Amount
Check	06/23/2022	65322 Accounts Payable	65321 Accounts Payable	Band Awards		311.00
	Invoice			Description		Amount
Check	06/23/2022	363953277	65322 Accounts Payable	J.W. PEPPER & SON INC.		421.97
	Invoice			Description		Amount
	364051007	06/10/2022	06/10/2022	Sheet Music		18.49
	364149831	06/10/2022	06/10/2022	Sheet Music		4.00
	364154271	06/10/2022	06/10/2022	Sheet Music		45.00
	364239652	06/10/2022	06/10/2022	Sheet Music		53.49
	364327076	06/10/2022	06/10/2022	Sheet Music		4.00
	364328353	06/10/2022	06/10/2022	Sheet Music		131.99
	364334625	06/10/2022	06/10/2022	Sheet Music		120.00
Check	06/23/2022	65322 Accounts Payable	65322 Accounts Payable	JOSTENS		45.00
	Invoice			Description		Amount
	N003026622	06/10/2022	06/10/2022	Award Pins		288.31
	N003030783	06/10/2022	06/10/2022	Chenille Letters & Pins		15.60
	N002924418/CR	06/10/2022	06/10/2022	Credit		287.39
	N003044627	06/10/2022	06/10/2022	Athletic Awards		(165.95)
Check	06/23/2022	65323 Accounts Payable	65323 Accounts Payable	LAKESHORE LEARNING MATERIALS		151.27
	Invoice			Description		Amount
	158754060622	06/10/2022	06/10/2022	Tammy Howe/Early Lit Order		1,611.01
	2022-00000381	06/10/2022	06/10/2022	Taylor J/Early Lit		341.55
	158741060622	06/10/2022	06/10/2022	Haylee B Early Lit		356.43
	158756060822	06/10/2022	06/10/2022	Carrie Smith/Early Lit		356.43
	158787060822	06/10/2022	06/10/2022	Keri W/Early Lit Order		236.90

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/23/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	06/23/2022	65324	Accounts Payable	LANSING SANITARY SUPPLY, INC.		124.45
	Invoice			Description		Amount
	1162562		06/10/2022	Vacuum Repairs		124.45
Check	06/23/2022	65325	Accounts Payable	LEADER, JOSHUA		240.00
	Invoice			Description		Amount
	JCS06102022		06/10/2022	Cell Phone Reimbursement/Apr-June		240.00
Check	06/23/2022	65326	Accounts Payable	McGraw Hill Education Holdings, LLC		1,287.36
	Invoice			Description		Amount
	123095353001		06/10/2022	Early Lit Order		1,287.36
Check	06/23/2022	65327	Accounts Payable	METS		7,292.29
	Invoice			Description		Amount
	18485		06/10/2022	Salaries & Fees		7,292.29
Check	06/23/2022	65328	Accounts Payable	Pioneer Valley Books		552.20
	Invoice			Description		Amount
	1233667		06/10/2022	Barb C/Early Lit Grant		552.20
Check	06/23/2022	65329	Accounts Payable	Priest, Kristen		368.48
	Invoice			Description		Amount
	JCS06092022		06/10/2022	ES Spec Ed Teaching Supplies		368.48
Check	06/23/2022	65330	Accounts Payable	RICHTER, ROBERT		40.00
	Invoice			Description		Amount
	JCS06132022		06/10/2022	Cell Phone Reimbursement/June		40.00
Check	06/23/2022	65331	Accounts Payable	SARANAC COMMUNITY SCHOOLS		120.89
	Invoice			Description		Amount
	BE06152022		06/10/2022	Postage		14.77
	CU06162022		06/10/2022	Postage		40.42
	MM06222022		06/10/2022	Postage		65.70
Check	06/23/2022	65332	Accounts Payable	SARANAC COMMUNITY SCHOOLS		434.00
	Invoice			Description		Amount
	JCS06132022		06/10/2022	Transportation Cost 718th Grade Reward Trip		434.00

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/23/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	06/23/2022	65333	Accounts Payable	SERNE, SARA		240.00
	Invoice		Date	Description		Amount
	JCS06092022		06/10/2022	Cell Phone Reimbursement/Apr-June		240.00
Check	06/23/2022	65334	Accounts Payable	Vernier		405.78
	Invoice		Date	Description		Amount
	5429480		06/10/2022	S Young Order		405.78
Check	06/23/2022	65335	Accounts Payable	Village Floral West		150.00
	Invoice		Date	Description		Amount
	JCS06142022		06/10/2022	Graduation Flowers		150.00
Check	06/23/2022	65336	Accounts Payable	WASHBURN, KERI		11.99
	Invoice		Date	Description		Amount
	JCS06102022		06/10/2022	ES teaching Supplies		11.99
Check	06/23/2022	65337	Accounts Payable	West Michigan International		110.97
	Invoice		Date	Description		Amount
	X101260737-02		06/10/2022	Parts		110.97
Check	06/23/2022	65338	Accounts Payable	Young , Susann		37.55
	Invoice		Date	Description		Amount
	JCS06102022		06/10/2022	Ag/Tech Teaching Supplies		37.55
Check	06/23/2022	65339	Accounts Payable	Zarzecki , Cassandra		102.38
	Invoice		Date	Description		Amount
	JCS06052022		06/10/2022	Student Transportation		102.38
GF CHECKING General Fund Checking Totals:						\$26,030.92
Checks: 29						\$26,030.92
Transactions: 29						

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/30/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	06/30/2022	65340	Accounts Payable	A PARTS WAREHOUSE		
	Invoice			Description		Amount
	169942		06/27/2022	Parts		43.45
Check	06/30/2022	65341	Accounts Payable	AGParts Worldwide, Inc.		299.75
	Invoice			Description		Amount
	019967		06/27/2022	Tech Order		299.75
Check	06/30/2022	65342	Accounts Payable	COOPER, CATHY		106.97
	Invoice			Description		Amount
	JCS06272022		06/27/2022	SEF Enrichment Classes Supplies		106.97
Check	06/30/2022	65343	Accounts Payable	CRYSTAL FLASH ENERGY		3,500.41
	Invoice			Description		Amount
	8152710		06/27/2022	Unleaded Gas		2,490.54
	8152720		06/27/2022	Diesel Fuel		1,009.87
Check	06/30/2022	65344	Accounts Payable	Gallagher Uniform		303.25
	Invoice			Description		Amount
	10790307		06/27/2022	Towels & Uniforms		113.56
	10789278		06/27/2022	Towels & Uniforms		189.69
Check	06/30/2022	65345	Accounts Payable	HARDER, BRIDGET		92.90
	Invoice			Description		Amount
	JCS06292022		06/27/2022	SEF Enrichment Classes Supplies		92.90
Check	06/30/2022	65346	Accounts Payable	IONIA COUNTY INT. SCH. DIST.		3,264.56
	Invoice			Description		Amount
	2022-8		06/27/2022	2021/2022 Voc Ed Added Cost Dollars Spent		3,264.56
Check	06/30/2022	65347	Accounts Payable	Johnson Controls		4,750.68
	Invoice			Description		Amount
	88897221		06/27/2022	Repairs to Simplex 4002 System-ES		4,750.68
Check	06/30/2022	65348	Accounts Payable	JORGENSEN, MAUREEN		24.38
	Invoice			Description		Amount

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/30/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	JCS06302022 06/30/2022	65349	Accounts Payable	SEF Grant Supplies		24.38
	Invoice			LANSING SANITARY SUPPLY, INC.		1,266.21
	1164949		06/27/2022	Description		Amount
	1164949-1		06/27/2022	Custodial Supplies		742.92
			06/27/2022	Custodial Supplies		523.29
Check	06/30/2022	65350	Accounts Payable	LEADER, JOSHUA		195.39
	Invoice			Description		Amount
Check	JCS06302022 06/30/2022	65351	Accounts Payable	Mileage-Conference		195.39
	Invoice			MENARDS-IONIA		45.24
	56564		06/27/2022	Description		Amount
	06/30/2022	65352	Accounts Payable	Maintenance Supplies		45.24
	Invoice			Prins , Charles		500.00
	JCS06292022 06/30/2022	65353	Accounts Payable	Tool Reimbursement		500.00
	Invoice			RASMUS TARA		170.83
	06/30/2022	65354	Accounts Payable	Description		Amount
	JCS06232022 06/30/2022	65354	Accounts Payable	SEF Enrichment Enrichment Classes Supplies		170.83
	Invoice			SARANAC COMMUNITY SCHOOLS		26.95
	CU06272022 06/30/2022	65355	Accounts Payable	Postage		Amount
	Invoice			SCHOOL SPECIALTY INC.		26.95
	208130121709 208130148237		06/27/2022	Description		Amount
	06/30/2022	65356	Accounts Payable	S Chipman Order		95.92
	Invoice			JSH Office Supplies		229.13
	24773		06/27/2022	Description		Amount
	06/30/2022	65357	Accounts Payable	SUNRISE SUPPLIES, INC.		486.64
	Invoice			Description		Amount
	06/30/2022	65357	Accounts Payable	Custodial & Maintenance Supplies		486.64
	Invoice			THOMAS, KELLI		50.43

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/30/2022

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
					Amount
	Invoice		Description		Amount
	JCS06292022	06/27/2022	ES Teaching Supplies		50.43
Check	06/30/2022	65358 Accounts Payable	VILLAGE OF SARANAC		5,541.12
	Invoice		Description		Amount
	JCS06302022	06/27/2022	Water Sewage/Apr.-June		5,541.12
GF CHECKING General Fund Checking Totals:					\$20,994.21
Checks: 19					\$20,994.21
Transactions: 19					

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 07/01/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	07/01/2022	65359	Accounts Payable	Apptegy, Inc.		7,224.00
	Invoice		Date	Description		Amount
	INV-08250		07/01/2022	Contract Renewal-2022/2023		7,224.00
Check	07/01/2022	65360	Accounts Payable	ArbiterSports		690.00
	Invoice		Date	Description		Amount
	00666214		07/01/2022	Schedule License Renewal		690.00
Check	07/01/2022	65361	Accounts Payable	BLUE CROSS BLUE SHIELD		7,865.16
	Invoice		Date	Description		Amount
	007043024/722		07/01/2022	July Insurance Premium		7,865.16
Check	07/01/2022	65362	Accounts Payable	ENGINEERED PROTECTION SYSTEMS / EPS		457.35
	Invoice		Date	Description		Amount
	A1297653		07/01/2022	Monthly Monitoring-JSH		243.30
	A1297654		07/01/2022	Monthly Monitoring-Admin.		214.05
Check	07/01/2022	65363	Accounts Payable	FIRST AGENCY		1,516.67
	Invoice		Date	Description		Amount
	4228557		07/01/2022	Renewal Premium-Catastrophic Insurance		1,516.67
Check	07/01/2022	65364	Accounts Payable	FIRST UNUM LIFE INSURANCE COPANY		338.53
	Invoice		Date	Description		Amount
	04135500019/722		07/01/2022	July Insurance Premium		338.53
Check	07/01/2022	65365	Accounts Payable	GRAND TRAVERSE RESORT		755.85
	Invoice		Date	Description		Amount
	YQQVT		07/01/2022	Lodging-Jason Smith		755.85
Check	07/01/2022	65366	Accounts Payable	M.A.S.A.		3,664.74
	Invoice		Date	Description		Amount
	JCS05242022		07/01/2022	Membership Renewal & Leadership Conference		3,664.74
Check	07/01/2022	65367	Accounts Payable	M.A.S.B.		4,749.00
	Invoice		Date	Description		Amount

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 07/01/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	JCS07012022 25439	07/01/2022 07/01/2022	Membership Renewal/Board Books Board Books Renewal			2,749.00 2,000.00
Check	07/01/2022	65368	Accounts Payable	M.A.S.S.P.		1,150.00
	Invoice		Date	Description		Amount
Check	JCS07012022 JCS06272022	07/01/2022 07/01/2022	Membership Renewal Membership Renewal-Sara Serne			450.00 700.00
Check	07/01/2022	65369	Accounts Payable	M.S.B.O.		310.00
	Invoice		Date	Description		Amount
Check	22854D33 07/01/2022	07/01/2022	Accounts Payable	Membership Renewal MASB-SEG Property/Casualty Pool, Inc.		310.00 75,867.00
	Invoice		Date	Description		Amount
Check	JCS06282022 07/01/2022	07/01/2022	Accounts Payable	2022/2023 Insurance Premium MPAAA		75,867.00 85.00
	Invoice		Date	Description		Amount
Check	JCS07012022 07/01/2022	07/01/2022	Accounts Payable	2022/2023 Membership-Becky Bowen Perry High School		85.00 199.00
	Invoice		Date	Description		Amount
Check	JCS07012022 07/01/2022	07/01/2022	Accounts Payable	FR/JV Volleyball Tournament Fee RIDDELL/ALL AMERICAN SPORTS Corp		199.00 5,070.35
	Invoice		Date	Description		Amount
Check	951517598 951527827	07/01/2022 07/01/2022	Accounts Payable	Football Equipment Football Equipment		4,498.10 572.25
Check	07/01/2022	65374	Accounts Payable	SEG WORKERS COMPENSATION FUND		902.00
	Invoice		Date	Description		Amount
Check	JCS06282022 07/01/2022	07/01/2022	Accounts Payable	Workers Comp Installment State of Michigan		902.00 180.00
	Invoice		Date	Description		Amount
Check	2022-2023 07/01/2022	07/01/2022	Accounts Payable	MIDeal Membership Renewal West Michigan Volleyball Officials		180.00 175.00

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 07/01/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
				Association-FST		Amount
	Invoice			Description		Amount
	JCS07012022			Volleyball Tournament Fee		175.00
Check	07/01/2022	65377	Accounts Payable	Williamston High School		200.00
	Invoice			Description		Amount
	JCS07012022			JV Volleyball Tournament Fee		200.00
GF CHECKING General Fund Checking Totals:						\$111,399.65
Checks: 19						\$111,399.65
Transactions: 19						

Payment Register

From Payment Date: 6/1/2022 - To Payment Date: 6/30/2022

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
EFT									
832	06/07/2022	Open			Accounts Payable	M.P.S.E.R.S.	\$62,566.42		
833	06/10/2022	Open			Accounts Payable	HealthEquity, Inc.	\$3,234.31		
834	06/10/2022	Open			Accounts Payable	INDEPENDENT BANK	\$166,062.12		
835	06/15/2022	Open			Accounts Payable	STATE OF MICHIGAN	\$11,347.05		
836	06/22/2022	Open			Accounts Payable	M.P.S.E.R.S.	\$65,650.55		
837	06/22/2022	Open			Accounts Payable	M.P.S.E.R.S.	\$65,149.61		
838	06/24/2022	Open			Accounts Payable	HealthEquity, Inc.	\$3,339.18		
839	06/24/2022	Open			Accounts Payable	INDEPENDENT BANK	\$174,096.24		
840	06/30/2022	Open			Accounts Payable	Harland Clarke Check	\$67.69		
Type EFT Totals:							\$551,513.17		
GF CHECKING - General Fund Checking Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	9	\$551,513.17	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	9	\$551,513.17	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	9	\$551,513.17	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	9	\$551,513.17	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	9	\$551,513.17	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	9	\$551,513.17	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	9	\$551,513.17	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	9	\$551,513.17	\$0.00

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 07/01/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	07/01/2022	65379	Accounts Payable	M.E.S.S.A.		9,284.33
	Invoice		Date	Description		Amount
	2207-0104447		07/01/2022	July Insurance Premium		9,284.33
Check	07/01/2022	65380	Accounts Payable	Priority Health		56,079.37
	Invoice		Date	Description		Amount
	221660000600		07/01/2022	July Insurance Premium		56,079.37
GF CHECKING General Fund Checking Totals:						\$65,363.70

Transactions: 2

Checks: 2

2

\$65,363.70

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 07/01/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	07/01/2022	65378	Accounts Payable	Priority Health		5,122.95
	Invoice		Date	Description		Amount
	2216600006008		07/01/2022	July Insurance Premium		5,122.95
GF CHECKING General Fund Checking Totals:						\$5,122.95

Transactions: 1

Checks: 1

1

\$5,122.95

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 07/08/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	07/08/2022	65381	Accounts Payable	American Fidelity Assurance		975.94
	Invoice		Date	Description		Amount
	7.8.22	PAYROLL	07/08/2022	CUSTOMER 95799		975.94
Check	07/08/2022	65382	Accounts Payable	American Fidelity Assurance Company		225.40
	Invoice		Date	Description		Amount
	7.8.22	PAYROLL	07/08/2022	CUSTOMER 95799		225.40
Check	07/08/2022	65383	Accounts Payable	HORACE MANN		1,316.59
	Invoice		Date	Description		Amount
	7.8.22	PAYROLL	07/08/2022	GROUP 210403A		1,316.59
GF CHECKING General Fund Checking Totals:						\$2,517.93
Checks: 3						
Transactions: 3						

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 07/13/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	07/13/2022	65384	Accounts Payable	GreatAmerica Financial Services		1,112.26
	Invoice		Date	Description		Amount
	31940679		07/12/2022	Color Printer		1,112.26
Check	07/13/2022	65385	Accounts Payable	Schaeffer's Mfg Company		8,558.69
	Invoice		Date	Description		Amount
	AHP4955		07/12/2022	OIL-Transportation		8,558.69
GF CHECKING General Fund Checking Totals:						\$9,670.95
Checks: 2						\$9,670.95
Transactions: 2						

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 07/13/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking						
Check	07/13/2022	65386	Accounts Payable	A.B. Dick Document Solutions		138.50
	Invoice			Description		Amount
	21AR1262605	06/30/2022		JSH Color Printer		138.50
Check	07/13/2022	65387	Accounts Payable	CONSUMERS ENERGY		16,522.31
	Invoice			Description		Amount
	JCS07122022	06/30/2022		June Gas & Electric Bill		16,522.31
Check	07/13/2022	65388	Accounts Payable	Encore Technology Group, LLC		3,708.07
	Invoice			Description		Amount
	164285	06/30/2022		June Phone Bill		3,708.07
Check	07/13/2022	65389	Accounts Payable	ESS Midwest, Inc.		1,601.52
	Invoice			Description		Amount
	82899	06/30/2022		Salaries & Fees		1,601.52
Check	07/13/2022	65390	Accounts Payable	GRANITE TELECOMMUNICATIONS		356.29
	Invoice			Description		Amount
	566275133	06/30/2022		June Fax & 911 Lines		356.29
Check	07/13/2022	65391	Accounts Payable	Hi-Tec Building Services		9,741.44
	Invoice			Description		Amount
	028786	06/30/2022		June Custodian Cost		9,741.44
Check	07/13/2022	65392	Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		356.40
	Invoice			Description		Amount
	1000-6201	06/30/2022		Ads		356.40
Check	07/13/2022	65393	Accounts Payable	METS		2,402.57
	Invoice			Description		Amount
	18529	06/30/2022		Salaries & Fees		2,402.57
Check	07/13/2022	65394	Accounts Payable	Michiana Timing		715.00
	Invoice			Description		Amount
	15203	06/30/2022		CMAC MS Track Finals/Travel Expense		715.00

Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 07/13/2022

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	07/13/2022	65395	Accounts Payable	SIMPSON, BRIEN		48.59
	Invoice		Date	Description		Amount
	JCS07072022		06/30/2022	Drivers Ed Supplies		48.59
Check	07/13/2022	65396	Accounts Payable	THRUN LAW FIRM, P.C.		302.50
	Invoice		Date	Description		Amount
	278700		06/30/2022	Legal Services		302.50
Check	07/13/2022	65397	Accounts Payable	VIDETICH, DONALD		235.92
	Invoice		Date	Description		Amount
	JCS07112022		06/30/2022	Football Scoreboard Supplies		235.92
GF CHECKING General Fund Checking Totals:						\$36,129.11
Checks:						12
						\$36,129.11

Transactions: 12

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Hire Teachers

We have posted for an Early Childhood Special Education (ECSE) Classroom Teacher. The interview team of Kristen Priest, Haylee Batzer, Sarah Milbratz, Sara Serne, and Mike Catrell recommend the hire of Angela Guernsey for hire at Saranac Elementary. She was interviewed on June 23rd.

An interview committee composed of Joel Manion, Sarah Milbratz, Sara Serne and Josh Leader interviewed five candidates for the open Social Studies Teacher position. There were 16 total applicants. The team recommends Mr. Jacob Elliott (pending a clear criminal history check, which I believe he has already had). Mr. Elliott served as a student teacher with Mr. McRae and Mr. Miles in 2022. He also served as a long-term substitute for Mr. McRae's classes for the final two months of the school year.

Suggested Resolution

I move that the Saranac Board of Education hire Mrs. Angela Guernsey as an Elementary Teacher and Mr. Jacob Elliott as a JSH Teacher upon a clear criminal history check.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Angela M. Guernsey

5896 David Hwy. Saranac, MI
(616) 890-4695 • amg007@aquinas.edu

AREAS OF CERTIFICATION:

Michigan Elementary Provisional Teaching Certificate
K-5, 6-8 all subjects in self-contained classroom
Learning Disabilities (LD)
Early Childhood Education (ZA)

EDUCATION:

Aquinas College Master in the Art of Teaching English as a Second Language	Grand Rapids, MI Graduation: 2018 GPA 4.0
Aquinas College Bachelor of Arts Major: Learning Disabilities Minor: Early Childhood Development	Grand Rapids, MI Graduation: 2012 GPA 3.5 <i>Cum Laude</i>
Montcalm Community College Associate Degree in Early Childhood Dean's List	Sidney, MI Graduation: 2002

STRENGTHS:

- Established excellent rapport with students, parents, and fellow faculty members.
- Experience teaching in an elementary and middle school learning disabilities classroom.
- Given the WIDA exam to English Language Learners.

TEACHING EXPERIENCE:

Ionia County Great Start Readiness Preschool Program Lead Teacher and Site Director	Ionia, MI September 2014-Current
<ul style="list-style-type: none">• Teach/ create developmentally appropriate lesson plans• Collect data and manage TS Gold reports• Manage classroom assistant• Work with the student's families to create a quality learning environment	
Ionia Public Schools Interventionist	Ionia, MI August 2014-September 2014
<ul style="list-style-type: none">• Working with students who are struggling in math• Collaborating with classroom teacher• Assessing students strengths and weakness	
Greenville High School, Mid-Michigan Migrant & ELL Consortium ESL Teacher	Greenville, MI August 2013-May 2014

- Taught Basic English to Chinese students
- Worked with teachers to modify/accommodate lessons for students on my caseload.
- Administered WIDA assessment
- Developed lesson plans to promote learning and real-life situations for Basic English language learners.

Lakewood Public Schools

Woodland, MI

Long-Term *Substitute Teacher*

January 2013-June 2013

- 7th/8th Grade Resource Room Teacher
- Provide and implement quality lessons, while differentiating for each individual student on my caseload.
- Develop and implement IEP's
- Develop and maintained positive interactions with students, faculty, and administrators, building a rapport and gaining respect and trust to ensure an environment conducive to learning.

Clarksville Elementary, Lakewood Public Schools

Clarksville, MI

Student Teacher

August 2012 – January 2013

- Taught First grade and K-5 Resource Room
- Participated in IEP meetings
- Designed and implemented lesson plans across all subject areas in order to reach all learning styles.

PCMI-Ionia County

Portland, MI

Substitute Teacher

January 2012-August 2012

- Implement lesson plans
- Over see the daily needs of the classroom
- Behavior Management

Spectrum Health Child Development Center

Grand Rapids, MI

Preschool Lead Teacher

August 2002 – October 2008

- Designed and implemented lesson plans using a theme based approach.
- Implemented lesson plans by using songs, chants, short stories, and action activities
- In charge of preschool staffing and overseeing needs within the classroom.

VOLUNTEER SERVICE:

Saranac Community Baseball/Softball Program

Saranac, MI

Head Softball Coach

April 2013

- Taught 3rd/4th grade girls how to play softball
- Supervised and implemented practices.

Aquinas Child Discovery Center

Grand Rapids, MI

Reading Tutor

May 2010-August 2010

- Taught third grade students
- Administered informal/formal diagnostic tests and generated diagnostic reports
- Created and taught lessons based on test evaluations

June 29, 2022

RE: Social Studies Teaching Position

Dear Mr. Leader,

I am writing this letter to express my interest in obtaining a staff position as a Social Studies teacher at Saranac Jr/Sr High School. I graduated this spring from Grand Valley State University where I earned a degree in History Education with a minor in Physical Education. I have secondary certifications in History and Physical Education.

While I was doing my student teaching at Saranac, I took away many experiences that will put me on the path to being the teacher I always wanted, and one my students will never forget.. Although Saranac is not considered extremely diverse, I had the pleasure of getting to know kids from different economic backgrounds, cultures, and even countries in all my classes. With the combination of what I have learned being in the classroom and the strategies I have gained from my classes at Grand Valley, I was able to cater my classes to make things easier to grasp for those that struggle with learning. For example, I had one of my classes write an essay on the Era of Social Change in the 1960s and offered a foreign exchange student struggling to write the paper to write any words she was having difficulty translating in her native language; where I would later translate it. Catering your classes in a manner that allows all students to thrive is key to being a successful educator.

My greatest strength in the classroom is my ability to build relationships with all my students. For some, it came easily because they are the ones making the effort to have conversations with me and are active in class. For others, it requires effort, but I am not one to shy away from putting in that effort to build relationships and increase student engagement. One student in particular has had a rough life. I was told that he was one of the rougher students to teach, but those are the students I gravitate toward because I feel I can make the greatest impact in their lives. After taking a test once, he was the last one to finish and his teacher in the Special Ed department told me he kept rewriting his essay because he wanted it to be perfect and that she had not seen him put that much effort into doing his best often. Every student deserves the best chance at succeeding in education. If you put forth effort, it is my job to help you succeed in my class.

I greatly appreciate you and your school for giving me the opportunity to do what I love last semester. I look forward to meeting with you to discuss my future at Saranac and the possibility of joining the (newly made) Red Hawk family.

Best,

Jacob Elliott

Jacob Elliott

Email: elliottja@mail.gvsu.edu

Phone Number: (570) 766-9860

Address: 928 Jordan Lake St, Lake Odessa, MI 48849

OBJECTIVE

To teach in a secondary History or Physical Education classroom, properly manage a classroom, build strong connections with my students, and continue to hone my skills as an educator.

EDUCATION

College: Grand Valley State University (Allendale, MI)

- B.S. in Education
- B.S. in History
- Minor in Physical Education
- Dean's List

PROFESSIONAL EXPERIENCE

Winter 2022

Student Teacher

- Saranac Jr/Sr High School
 - Worked with 7th–9th grade students. Teaching three classes: World History, US History, and History of Sport (Elective)
 - 9th Grade US History covers from the Guided Age to the 90s continuing their American history from middle school
 - 7th Grade World History covers the bronze age until the Middle Ages, telling the beginnings of World History
 - 8th Grade History of Sport covers the origins of sport, beginnings of popular world sports, and the implications they have on history
 - The course was created by myself and my coordinating teacher as an elective

Long-term Substitute Teacher

- Saranac Jr/Sr High School
 - In addition to the classes taught during student teaching, I also taught two courses of Government
 - Worked from May-June teaching seven classes with no prep
 - Created the remaining curriculum in History of Sport

Assistant Track Coach

- Saranac Jr/Sr High School
 - Coached mainly long jump and hurdles
 - Had one student break a school record in long jump and had two other jumpers within 3 inches of the school record
 - Had almost every jumper PR by at least one foot
 - Given the responsibility to run multiple practices singlehandedly

Fall 2021

Teacher Apprentice

- Ionia High School
 - Working with 10th-12th grade students. Teaching two classes: US History and Video Technology
 - 10th Grade US History covers from the Guided Age to the 90s continuing their American history from middle school
 - Video Technology familiarizes students with the process of filming quality content, being knowledgeable with editing software, and collaborating with their peers on creative ideas and execution of said ideas

March 2021

Online Tutor

- Battle Creek Public Schools
 - Will be tutoring 5 K-5 children for 3 hours a week
 - Math and Reading will be covered
 - For children that decided to go fully online for schooling

REFERENCES

Steve Miles – Coordinating Teacher and Social Studies

Teacher: Saranac Jr/Sr High School

Email: milesste@scs-staff.org

Josh Leader – Principal: Saranac Jr/Sr High School

Email: leaderjos@scs-staff.org

Diana Smith – Head Track Coach: Saranac Jr/Sr High School

Email: smithdia@scs-staff.org

Dr. Scott Stabler – Disciplinary Advisor and History

Professor: Grand Valley State University

Email: stablers@gvsu.edu

Dr. Pamela Orgeck – Universal Field Coordinator: Grand

Valley State University

Email: orgeckpa@gvsu.edu

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Mascot Imagery

New mascot imagery will be presented to the board

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Solar Energy

Superintendent Smith will present information regarding Solar Energy.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Elementary Student Handbook

Superintendent Smith will be presenting the student handbook for FY: 2022-2023 school year.

SARANAC

2022 - 2023 STUDENT HANDBOOK
(616) 642-1200

www.saranac.k12.mi.us



TABLE OF CONTENTS

[Staffing](#)
[School Calendar](#)
[Mission Statement](#)
[Exit Outcomes](#)
[Special Services](#)
[Title IX Compliance](#)
[Drug-Free Zone](#)
[Health, Safety, and Welfare](#)
[Severe Weather Policy/Cancelation](#)
[Dispensing Medication](#)
[Communicable Diseases](#)
[Academics](#)
[Testing](#)
[Homework Policy](#)
[Report Cards](#)
[Right to Access Privacy and Records](#)
[Change of Address](#)
Lunch
Field Trips
School Library
Supplies and Materials
[Volunteers](#)
[Birthday Treats/Invitations](#)
[Toys, Pets, and Other Valuables](#)
[Discipline Philosophy](#)
[Code of Conduct](#)
What is Bullying
[Bicycles](#)
Playground Policy
School Bus Conduct
Dress Code
Attendance
Student Arrival and Departure
Parent Teacher Conferences
Parent Visitation
Child Release Policy
Appendix A
Appendix B
Appendix C
Appendix D

SARANAC ELEMENTARY SCHOOL
STUDENT - PARENT HANDBOOK
2022 -2023

Dear Students and Parents,

Welcome to our school! We hope that you will enjoy the various activities during the school year and participate whenever possible. We, the staff, look forward to experiencing with you our adventures in learning and the joy of friendship.

This handbook was written to provide you with important information about our school. We hope you will find it helpful and retain it for future reference. If you have any questions not answered in this handbook, please call for the information or stop at school for a visit.

Sincerely,

The Saranac Elementary School Staff

STAFF

Board of Education

Sarah Doll, Roy Hawkins, Ted VanKuiken, David Price, Kevin Courtney, Chad Elliott, Brad Hesche

Superintendent: Jason Smith

Principal: Mike Catrell

Principal: Sara Serne

Secretaries: Becky Edwards, Shandra Hesche

ECSE: Angie Guernsey

Head Start (ISD Program):

GSRP (ISD program):

Young 5's: Renee Brogger

Kindergarten: Barb Cizauskas, Taylor Johnston, Haylee Batzer

First Grade: Keri Washburn, Carrie Smith, Tammy Howe

Second Grade: Bridget Harder, Doris McPherson, Linette Reed

Third Grade: Mo Jorgensen, Cathy Cooper

Fourth Grade: Amy Evans, Amanda Germanese, Kelli Thomas,

Fifth Grade: Tara Rasmus, Molly Milks, Tina Catrell

Sixth Grade: Amy McGee, Amy Miles, Sue Chipman

Special Education: Angela Guernsey, Melissa Price, Kristen Priest

Physical Education: Tami Wernette

Intervention Specialist: Sarah Gallagher, Stephanie Smith, Tanja Greenfield, Teri Brunette,
Therese Bergy, Caroline Dibaba

Technology: Stacy Sanders

Speech: Rachel Ort,

Music: Dawn Peterson

Band: Matt Stauffer

Social Worker: Mariah slaughter

Art: Ashley Wallner

Classroom Paraprofessional: Stephanie Voorheis, Brandy Mutschler,

School Paraprofessional: Tammy Blough, Jan Renwick, Anita Hotchkiss, Kelly Herrick, Cindy
Voorheis, Linda DePotty

Head Cook: Stacy McKinch

Cooks: Kim Cahoon, Janet Swiger, Julie Miller, Courtney Mager, Vicki McElvain

Kitchen Cashier: Stacy McKinch, Becky Griffin

Custodians: Dave Milner, Carl Rickert, Steve Houserman

**SARANAC ELEMENTARY CALENDAR
2022-2023 Calendar**

August 29 th	First day with students- ½ Day Dismissal JSH 10:55/Ele 11:00
September 2 nd	Labor Day Weekend –No School
September 5 th	Labor Day –No School
September 19 th	No School for Students-Professional Development Day
October 10 th	No School for Students-Professional Development Day
October 21 st	No School
November 23 rd -25 th	Thanksgiving Break –No School
December 21 st – Jan 3 rd	Winter Break –No School
January 4 th	School Resumes
January 20 th	Student and Staff ½ Day-End of 1 st semester
February 10 th	No School for Students-Professional Development Day
February 13 th	No School
March 10 th	No School
March 31 st	No School
April 3 rd –April 7 th	Spring Break
May 15 th	No School for Students-Professional Development Day
May 26 th	Student and Staff ½ Day
May 29 th	Memorial Day – No School
June 6 th	Student ½ Day
June 7 th	Student and Staff ½ Day End of second Semester

Full Day Schedule
JSH 7:40-2:40
Elementary 7:45-2:45

½ Day schedule
JSH 7:40-10:55
Elementary 7:45-11:00



Saranac Community Schools

****Calendar is subject to change ****

School exists for children. Therefore, we as a staff have developed this statement of our beliefs.

SARANAC COMMUNITY SCHOOLS MISSION STATEMENT

Saranac Community School District will provide for all students an education, which prepares them to become contributing, productive members of society. The community, staff, students and families will work together to continually improve an educational environment, which ensures learning and promotes social growth and physical wellness.

SARANAC ELEMENTARY SCHOOL MISSION STATEMENT

The staff of Saranac Elementary School, working together with the community, will provide all students the necessary skills to continually learn throughout their lifetime and interact effectively in our society.

Saranac Elementary School Exit Outcomes

Self-Directed Learners assume responsibility for their actions and create goals for themselves. They are able to consider options, set priorities, monitor, and evaluate their progress.

Collaborative Contributors are able to work cooperatively with others in diverse groups.

Effective Communicators effectively share knowledge with others in today's modern technological society.

Involved Citizens volunteer their time, energies, and talents, resulting in pride in one's self and local community.

Complex Thinkers demonstrate decision-making, reasoning skills, and creative problem solving in their changing world.

Innovative Producers successfully create a product meeting given criteria, using their intellectual and artistic abilities.

STUDENT CODE OF CONDUCT: Respect Yourself! Respect Others! Respect Your School!

SPECIAL SERVICES

Special education opportunities exist locally and in center programs operated by Ionia Public Schools or the Ionia Intermediate School District. The programs range from classrooms full or part time to speech therapy, school social work and/or teacher consultant services. An Individualized Education Planning Committee (IEPC) consisting of parents and staff meet to determine eligibility for services and develop the Individualized Education Plan (IEP) to be followed.

Title I is a federally funded program monitored by the State of Michigan Department of Education. The purpose of the program is to provide supplementary reading, math and science assistance in the classroom to qualifying students who demonstrate difficulties.

TITLE IX COMPLIANCE

It is the policy of the Saranac Community Schools that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training or other educational program, or in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time, under any educational program or activity operated by the school district as required by Title IX of the education amendments of 1972.

DRUG-FREE ZONE:

At the meeting, July 19, 1990, the Saranac Board of Education unanimously passed the following resolution:

WHEREAS, the Saranac Board of Education stands committed to ensure the education of our students in a drug-free environment;

WHEREAS, the Office of the Ionia County Prosecutor is committed to rigorously enforcing the laws of the State of Michigan which outlaws the presence of illicit drugs near school property;

WHEREAS, the school systems in over 36 states, including Michigan, have sought to protect our youth by creating safe havens called "Drug-Free Zones";

WHEREAS, local law enforcement stands committed to vigorously enforce violations of any established "Drug-Free Zone";

WHEREAS, the Saranac Community Schools agree to join forces with law enforcement and other school districts to enforce the establishment of "Drug-Free Zones" and take a zero tolerance stance of illegal drugs;

THEREFORE, be it resolved that the Saranac Board of Education designate Saranac Community Schools as a "Drug-Free Zone".

FURTHER, direct the administration to post appropriate signs and announce this resolution to the public and our students.

HEALTH, SAFETY, AND WELFARE

Severe Weather or Tornado:

School Cancellation:

In the event that school is canceled or released early due to inclement weather, equipment failure, or public crisis, parents will be notified by local radio and TV stations listed below. PARENTS, PLEASE LET YOUR CHILD KNOW WHERE THEY ARE TO GO IN THE EVENT OF AN EARLY DISMISSAL.

Hazardous Weather Information:

The decision to keep the schools open or to close because of the weather is not an easy one to make. When evaluating road conditions, the primary concern is for the safety of students and staff. With this in mind, the procedure for making the decision to close school due to weather is:

*Weather reports are monitored closely, and the County Road Commission informs us of road conditions.

*Roads are checked in various parts of the district by school personnel.

*Based on actual road conditions, the Superintendent will make a decision. As soon as the decision is made that school is to be closed, information will be provided to area radio and television stations.

Parents and students should listen to any of the following radio or television stations to receive the school closing information:

FM RADIO AM RADIO

Information is sent out to local radio stations

TELEVISION STATIONS

WOOD CHANNEL 8	WOTV CHANNEL 41
WXMI CHANNEL 17	WZZM CHANNEL 13

Saranac Community schools uses our school website through Appetgy to inform the community on school closings and other important happening at the school. Appetgy uses family information that we collect at the beginning of the year. It is the parent's responsibility to make sure that the school has accurate contact information.

Like us on Facebook @ Saranac Elementary School

Parents are reminded if they choose to keep their children home because they consider the area to be unsafe; the student(s) will be excused. If, however, a bus does not travel a road because it is unsafe, and the parent chooses to bring their child in, they will also be responsible for the child's safe return trip home.

SEVERE WEATHER POLICY

The Saranac Community Schools Board of Education, being deeply concerned for the safety of our students, realizes the importance of planning to ensure the protection of students and staff when the potential for violent weather exists. Therefore, the following procedures are in effect.

Tornado Watch (Severe weather conditions with tornado conditions present)

1. Students will NOT be sent home early.
2. Students will remain in session with necessary precautions taken.
3. Students will be sent home at regular dismissal time.

Tornado Warning (Immediate danger of tornado)

1. Students will NOT be sent home.
2. Students will be kept in designated safety areas within the school buildings until all clear is given or danger has passed.

General Information

1. After school activities shall be canceled whenever tornado "Warnings" are in effect at the time of the activity.
2. Parents may pick up their children and only their children unless there is specific written permission or by making prior arrangements with the principal.
3. Parents should not call the school inquiring about tornado procedures during the period of a tornado "Watch" or "Warning".
4. Safety areas for students and employees have been designated in all school buildings.
5. Employees will remain on duty until regular dismissal time or until end of emergency, whichever is later.
6. Parents should have a plan for their children when no one will be at home upon their arrival from school.

Lock-down, Fire, and Storm Safety Drills:

Drills will be held during the course of the year in accordance with state law. Escape routes and designated safe areas are listed in each room.

Student Accident/Injuries or Illness:

Student injuries or illnesses are to be reported to the office. In case of serious injury or illness, aid and comfort will be provided at the level to which the school staff is trained. Emergency services will be secured when the injury or illness appears to be life-threatening or beyond the capability of the school staff present during the situation. Parents will be notified of the action taken. PLEASE NOTE: Parents of children with special medical needs who require treatment not available in our local area must notify the office in writing to ensure our ability to provide proper care for the child.

Dispensing Medicine:

Board Policy states that medication, including aspirin, is not dispensed by school personnel. If your child must take prescription or non-prescription medication during school hours you must come to the office and obtain a consent form. All medication must be brought to the office by an adult clearly labeled with the child's name and instructions.

Communicable Diseases:

By law, the school must report all student cases of communicable disease to the County Health Department. If a staff member is aware of a student with a communicable disease she/he is to inform the office.

Immunization:

All children who attend school in Michigan are required to be fully vaccinated unless an exemption has been requested in writing. A summary of these requirements is listed below.

1. REQUIREMENTS FOR CHILDREN AGE 19 months THROUGH 4 YEARS OF AGE:

- * 4 doses of DTP vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry.
- * 4 doses or age appropriate complete series of Pneumococcal Conjugate
- * 3 doses of any appropriate polio vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry.
- * 2 doses of MMR vaccine received after the 1st birthday, at least 1 month apart and with at least 1 of the doses at or after 15 months of age.

OR

Current laboratory evidence of measles, mumps or rubella immunity.

- * 3 doses of the HEPATITIS B vaccine.
- * 2 doses of Varicella (Chicken Pox) or reliable history of disease.

2. REQUIREMENTS FOR CHILDREN 7 THROUGH 18 YEARS OF AGE:

- * 4 doses of any appropriate diphtheria and tetanus vaccine, 3 doses if the 1st dose was received on or after the 7th birthday, and, if a dose was not received within the last 10 years, a booster dose at school entry.
- * 3 doses of any appropriate polio vaccine.
- * 2 doses of MMR vaccine received after the 1st birthday, at least 1 month apart and with at least 1 of the doses at or after 15 months of age,

OR

Current laboratory evidence of measles, mumps, or rubella immunity.

- * 3 doses of the HEPATITIS B vaccine.
- * 2 doses of Varicella (Chicken Pox vaccine) or reliable history of disease.
- * 1 dose of meningococcal vaccine

These requirements are for children entering a Michigan school district for the first time. Failure to meet these requirements, as set by the Michigan Department of Public Health, requires the school principal to exclude the child from attendance.

Head Lice Policy

Head lice are parasites of the human head and its hair. The presence of head lice is not an indicator of hygiene, parenting, social or economic status.

If a student is identified with an active infestation, (defined as the presence of live lice or nits found within ¼” of the scalp), the parent will be notified so that the student maybe taken home to be treated in the most effective manner possible.

The student will be readmitted to school after treatment. If, upon examination by the designated school personnel no live lice are found the student may re-enter the classroom.

ACADEMICS

The elementary school curriculum, at various levels, includes: mathematics, language, reading, science, social studies, writing, spelling, music, health, physical education, technology, and art.

TESTING

Testing in Saranac Elementary School serves several purposes:

- A. - assists in diagnosis of specific learning difficulties
- B. - determines school readiness
- C. - monitors students' progress
- D. - identifies the need for placement in special program.

For the specific times of testing, please stop by the office. During testing times, parents are encouraged to make sure students eat a good breakfast and get plenty of rest.

HOMEWORK POLICY

Homework is an important and valid part of the educational process. A homework policy is at the discretion of the teacher. These are some of the reasons for homework:

- to help students develop independent study habits
- to promote growth in responsibility and self- direction in learning
- to reinforce learning that has taken place in school
- to help students organize and budget time
- to promote a closer working relationship between home and school

Incomplete homework may be a factor in determining a child's academic growth.

REPORT CARDS

A report to parents is issued two (2) times each year to all students in Young 5's through sixth grades.

RIGHT TO ACCESS AND PRIVACY OF RECORDS

Under the Family Education Rights and Privacy Act (FERPA), parents have the right to:

1. Inspect and review student education records;
2. Request an amendment of the student educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to the disclosure of personally identifiable information contained in the student's educational records;
4. File with the U.S. Department of Education a complaint if there is an alleged failure by the school district to comply with requirements of the Act;
5. Obtain a copy of the FERPA policy.

FERPA regulations presume equal access for both parents, unless there is a court order or legal document to the contrary. If you desire to see your child's records, please call the school and make an appointment.

CHANGE OF ADDRESS

Please contact the office if you have a change of address and/or phone number.

LUNCH

Students should not bring money to school except for lunch or special events. The cost of lunch and milk varies yearly and is set by the school. Applications can be obtained from the office for those who qualify for free or reduced lunches. To ensure proper accounting, money should be put in an envelope marked with the student's name, grade, teacher, and amount. No student will go without a lunch. If a child loses or forgets her/his lunch a hot lunch maybe charged. However, 3 charges are the limit that each student will be allowed. After the third charge students will be provided an alternative lunch until such time as the account is made current.

FIELD TRIPS

Most trips are taken by bus during the school day. Because of the educational value of trips, student attendance is expected. Parents will be notified of the trip in advance and are often asked to serve as chaperones along with the classroom teacher. A permission slip will be sent home for parents to sign, giving their child permission to attend field trips. Without the permission slip, the school cannot legally assume responsibility, and students will not be allowed to go. Some local field trips are within walking distance and permission slips are not necessary. Any adult attending a field trip must pass a criminal background check.

SCHOOL LIBRARY

Most of the materials within our library are available to be checked out and taken home. Parents are requested to help their children return these items by their due date. Students will be responsible for the replacement of all items lost or damaged.

SUPPLIES AND MATERIALS

Students will be provided with necessary supplies such as books, paper and pencils. Other materials may be brought to school at the teacher's discretion.

Books, desks, lockers, classroom equipment, restroom walls, and playground equipment belong to the people of Saranac. Those of us using these things are responsible for taking care of them. If someone breaks, loses, or destroys something, he/she will be responsible for its repair or replacement. In the state of Michigan, school districts are authorized to recover damages in an amount not to exceed \$2,500.00 against parents of emancipated minors who have maliciously or willfully destroyed real, personal or mixed property, which belongs to the school district. We feel that it is important for parents to discuss the consequences of harming school property before a problem occurs.

VOLUNTEERS

Volunteers are appreciated at Saranac Elementary School. Want ads for volunteer help are periodically in the school newsletter. If you are volunteering at the school, please check into the office when you arrive. All volunteers must pass a criminal background check.

BIRTHDAY TREATS/BOOKS:

A child is welcome to provide a birthday treat for the class. For safety purposes, please don't send suckers or hard candies. **Also, several of our students have severe nut allergies.** Please keep this in mind when sending treats and snacks to school. We do encourage that the snacks/treats brought be healthy for all students. If you have any questions, please contact your child's teacher or the elementary office. A child may also wish to donate a book to the elementary school library in honor of his/her birthday. Please contact the librarian for ideas. Because we have had problems with hurt feelings in the classroom, we will not be handing out birthday invitations in class unless the whole class, or everyone of that gender, is receiving them.

TOYS, PETS, AND OTHER VALUABLES

To prevent distraction, destruction, and loss of property; toys, pets and other valuables are not allowed in school without previous approval. Arrangements can be made with the classroom teacher for special sharing days.

DISCIPLINE PHILOSOPHY

Students and parents need to realize that education is a cooperative effort and one individual's rights and freedoms must not interfere with the rights and freedoms of other individuals. To provide this atmosphere we feel that students have these specific rights:

- They have a right to be happy and to be treated with compassion
- They have a right to be themselves
- They have a right to be safe
- They have a right to hear and be heard
- They have a right to learn about themselves

To ensure these rights are shared by all students it may become necessary to intervene when the above rights are violated. For this process we have established the following general citizenship code:

1. One will keep hands, feet, and objects to oneself
2. One will walk in the hall
3. One will treat others as one wishes to be treated

If a student hinders another student's rights by breaking the citizenship code the following consequences have been set:

- The staff member who observes the misconduct will discuss the problem with the student to make improvements.
- The professional staff member may withhold privileges from the student if deemed appropriate.
- The professional staff member will contact the student's parent(s) if minor interventions at school have not been successful in correcting the problem.
- A conference between the professional staff member and parent(s) will be arranged if the problem warrants.

- A conference with the professional staff member, parent(s), and principal will be arranged if other actions have not been successful in correcting the problem.

- When deemed necessary, discipline for a classroom disturbance will be handled by the principal.

- If a problem continues after exhausting the previous avenues, a last resort is to suspend a student from school per Saranac Board of Education Policy.

- Severe problems may result in immediate suspension. These include such serious offenses as the use, sale, possession, or distribution of drugs, alcohol, illegal substances or look-alike drugs, destruction of property, theft, fighting, smoking, extreme lack of respect for authority, or the breaking of any state or federal laws.

- When parents or legal guardians wish to appeal a suspension the following procedure has been set up to satisfy your needs.

- Parents, legal guardians, or the students may request a conference with the principal. Such requests shall be made within the period of the suspension. The principal shall affirm or modify the terms of his/her action within two (2) school days from the date of the conference.

- Within five (5) school days from the principal's decision, the parents, legal guardian, or student may appeal such decision to the superintendent or his/her designee. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.

- Within five (5) school days from the superintendent's decision, the parents, legal guardian, or student may appeal the decision to the Board of Education.

*The Board of Education shall schedule a hearing within ten (10) school days of the receipt of any appeal and the hearing shall be conducted under the following procedure

A. A written notification shall be given of the time, date, and place of the hearing and shall include the following information:

1. A statement of the charges against the student.
2. The name of the hearing officer or hearing board.
3. The hearing procedure to be used.
4. The status of the student pending the appeal and the decision of the board.
5. The right to request the hearing to be open or closed to the public and if the meeting is closed, to have witnesses excluded from all parts of the hearing except where necessary.
6. The right of the student and the parent or guardian to be represented by counsel of their choice.
7. The right to present witnesses and to question witnesses testifying against the student.
8. The right to have a written finding of fact and the right to have a record of the hearing.

B. The hearing is not a court proceeding and the rules of evidence shall not be enforced.

C. There may be present at the hearing, whether or not the hearing is closed, the attorney, the principal, the superintendent, and other such resource persons, as the board deems essential to the adjudication of the case.

D. The board shall render a written decision within five (5) school days from the date of the hearing, and a written copy shall be forwarded to all parties concerned.

Saranac Elementary Code of Conduct

School is a place where students come to get an education. We believe students should be able to learn in a school that is safe and orderly. In order to ensure a safe school environment, the overall concept of discipline must include the cooperation of the school, home, and student.

Rules for acceptable behavior within individual classrooms, cafeteria, hallways and outside will be carefully defined and posted early in the year. Teachers are individuals and may expect different types of behavior from their students. It is the student's responsibility to recognize such differences and comply.

Students, parents and school must share the responsibility for creating the best possible school setting. The school must provide a quality staff and programs to help youngsters succeed in a complex world. Parents must help their children learn to take responsibility for their actions. Students must respect themselves, the school, staff members, and their classmates. Saranac Community Schools has set the following guidelines to insure consistency in discipline at all schools.

A. Students subject to short-term suspension:

A student must be given written or verbal notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.

B. Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

The Superintendent shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students.

ACTIONS AND RESPONSIBILITIES

Disciplinary actions are taken with the aim of correcting behavior patterns and teaching responsibility. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. For those students who do not, and to protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior. There are certain responsibilities we all share in helping the students overcome behavior problems. If a student's misbehavior is directly related to an identified handicap, the school staff will take such conditions into account. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by the school staff.

In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines.

INFORMAL TALK

The principal or his /her designee will talk with the student to reach agreement regarding the student's behavior. Parents are not allowed to talk with, or question other students at school regarding behavioral concerns without the permission and involvement of the principal and the child's parents.

LOSS OF PRIVILEGES

The school administrator may notify the parent of privilege suspension. These privileges may include removing the student from playground, cafeteria, media center, and/or class participation.

CONFERENCE

A conference will be held with the student, the teacher, the administrator and other appropriate staff members, to develop a plan for improving behavior. The parent may be contacted.

DETENTION

The student will be required to stay after school as determined by the school principal his/her designee. The child will not be detained from art, music or physical education because of misconduct in another portion of the school program. The parent will be informed of the problem area. A conference with the student, the parent, and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and the parent. Detentions end at 3:45 PM, there will be no school provided transportation at this time.

DISCIPLINARY CONSEQUENCES

1. **ARSON:** Intentionally setting a fire in or around the school property.
 - Principal/parent meeting
 - Suspension from school

2. **BITING:**
 - Parent contact
 - Action of the principal for health reasons - possible suspension

3. **CELL PHONE POLICY:** Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. There are allowable exceptions to this policy, such as use of cell phones on field trips, pending the discretion of the teacher/or administrator.
 - 1st Offense - Students will have their cell phone taken away and returned at the end of the day.
 - 2nd Offense - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
 - 3rd Offense - Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

4. **DISORDERLY CONDUCT:** Conduct which is dangerous or disruptive. This includes, but is not limited to: throwing snowballs, stones, food or other objects; shouting or running in the building.
 - Minor Offense - Loss of recess
 - Major Offense - After school detention and/or parent meeting or out of school suspension

5. **EXCESSIVE ABSENCES/TARDY:**
 - Parent contact -- possible truancy report (see attendance guidelines p. 30)

6. **EXCESSIVE DETENTIONS:** Excessive detentions and/or loss of recesses given in one marking period.
 - Possible parent/teacher/principal meetings to be held at discretion of teacher or principal

7. **EXTORTION:** Threatening to harm another student if he/she doesn't give property or money.
 - Minor Offense - Written explanation, apology, detention
 - Major or 2nd Offense - Parent/teacher/principal meeting. Consequences to be decided at meeting. Possible suspension

8. FALSE ALARM: Willfully pulling the fire alarm system (subject to age of the student)

- Parent Contact
- 1 day out of school - parent/teacher/principal meeting

9. FALSE ACCUSATION: Falsifying information to harm another's character.

- Minor - Loss of recess/ detention
- Major - Out of school suspension

10. FIGHTING:

- Major offense - Out of school suspension plus group meeting

11. FORGERY/CHEATING: Writing or using the name or work of another person.

- After school detention/parent contact

12. HARASSMENT: Consistently bothering/irritating/annoying.

- Minor Offense - Loss of recess
- Major Offense - Conference with all parties/possible suspension of 1 or more days up to expulsion

13. INAPPROPRIATE TOUCHING - The deliberate act of grabbing or touching inappropriate parts of a person's body.

- Minor Offense - Loss of recess/detention
- Major Offense - Suspension - repeated offenses/parent contact

14. INAPPROPRIATE OBJECTS AT SCHOOL - Toy guns, skateboards, radio, knives, guns, video games, baseballs and bats, sleds, and handcuffs. In the case of toy knives and guns, out of school suspensions or expulsion may be issued; real knives and guns will follow the weapons free school law.

15. INCOMPLETE WORK:

- Consequences given by classroom teacher. If necessary, principal involvement

16. INSUBORDINATION: Failure to obey a reasonable request from any school employee (principal, teacher, secretary, custodian, cafeteria worker, security staff, aide, or bus driver).

- 1st Offense - Loss of recess
- 2nd Offense - After school detention and loss of recess
- 3rd Offense - Parent/teacher/principal meeting – possible suspension

17. LITTERING: Throwing or scattering rubbish, trash or paper on school property.

- Clean up plus loss of recess

18. MALICIOUS DESTRUCTION: Deliberate destruction or defacing school property including property of persons employed by the school.

- Minor Offense - Restitution/loss of recess
- Major Offense - Restitution/possible police involvement and parent/principal meeting. Possible suspension.

19. NAME CALLING:

- Minor - Verbal warning/loss of recess
- Major (Including racial or ethnic slur) - Principal meeting/after school detention, possible suspension

20. OBSCENE OR LEWD BEHAVIOR: Drawing or showing inappropriate pictures or making obscene gestures.

- After school detention/parent contact, possible suspension

21. PHYSICAL AGGRESSION: Pushing, Shoving, Rough Housing, Throwing Objects

- Minor Offense - Restitution/loss of recess
- Major Offense - Restitution/possible police involvement and parent/principal meeting. Possible suspension.

22. PROFANITY/SWEARING:

- Minor - Loss of recess
- Major (Repeated or directed toward someone) - Parent contact and consequences by principal

23. SPITTING:

- Loss of recess or after school detention
- 3rd Offense - Parent/principal/teacher meeting with consequences by principal

24. TECHNOLOGY MISUSE- Inappropriate website, email harassment, inappropriate chat

- Minor - Loss of recess/ detention
- Major - Out of school suspension

25. THEFT:

Petty: Taking someone else's property, including school supplies, without permission.

- 1st Offense - Restitution and loss of recess
- 2nd Offense - Restitution and after school detention
- 3rd Offense - Parent contact and possible in or out of school suspension

Major: Stealing property or money over \$25.00.

- Out of school suspension/parent contact with Police Liaison intervention

26. UNEXCUSED ABSENCES:

- Parental contact, possible truancy report

27. THREATS: Students who make threats on the lives of others (student or any school personnel)

- Major: Parent Contact - Student will be subjected to up to a 10 day suspension while an investigation is taking place.

Statement of Intent

ALCOHOL/DRUG USE

- Up to 10 day out-of-school suspension and a possible hearing with the Board of Education for possible expulsion (may include a strict behavioral and academic contract)
- Contact parent/guardian
- Possible law enforcement contact
- Agree to a parent/guardian paid school approved substance abuse program and/or counseling
- Require a meeting with parent/guardian before returning
- Should a student not complete a school approved substance abuse program and/or meet with a counselor s/he will be recommended for a hearing with the Board of Education for possible expulsion.

Consequences of manufacturing or distribution of alcohol or illicit drugs:

- 10 day out-of-school suspension pending a hearing with the Board of Education for possible expulsion
- Contact parent/guardian
- Contact law enforcement
- Agree to a parent/guardian paid school approved substance abuse program and/or counseling
- Require a meeting with parent/guardian before returning
- Should a student not complete a school approved substance abuse program and/or counseling s/he will be recommended for a hearing with the Board of Education for possible expulsion

TOBACCO, E-CIGARETTES, VAPING A student may not possess or use tobacco, e-cigarettes, vaping devices/equipment/oil in any form at any time during the school day either on or off school property, or at any time at a school function. For a student who rides a bus, the school day will start from the time the student gets to the bus stop and leaves the bus after school.

- First Offense – Up to three-day suspension or two Cease Smoking Sessions through the Ionia County Health Department, possible notification of law enforcement officials
- Second Offense – Up to five-day suspension from school, possible notification of law enforcement officials
- Third Offense – Up to ten-day suspension from school, possible notification of law enforcement officials
- Fourth Offense - Up to 10 day out-of-school suspension pending a hearing with the Board of Education for possible expulsion; possible notification of law enforcement officials

We are committed to providing a safe and nurturing educational environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

What is Bullying?

Bullying is defined as a deliberately and repeated hurtful behavior, both physical and/or emotional, that negatively impacts a student's educational, physical and/or emotional well-being.

Bullying can be any of the following:

- Emotional – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti or gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Verbal – name calling, sarcasm, spreading rumors, teasing
- Cyber – all areas of internet, such as email and internet chat room misuse, mobile phone threats by text messages and calls

Procedures

The following procedure will be followed anytime a student believes that he/she has been a victim of bullying or other aggressive behavior:

- Report the incident to the principal. Parents, teachers, counselors or other staff members may be notified and should, in turn, notify the principal.
- The principal will promptly investigate the incident and will document the important details
- The victim and the parents of the victim will be notified of the incident and the action taken.

- The aggressor and their parents will be notified of the incident and the resulting consequences.
- A yearly summary of all reported bullying incidents, the investigation details, and the resulting consequences will be compiled and given to the superintendent to share with the Board of Education.

Possible Consequences

Consequences for bullying may include (but will not be limited to) the following actions:

- missed recess/structured recess
- lunch detention
- after school detention
- in-school/out-of-school suspension

GUN-FREE SCHOOLS ACT Established By "Goals 2000" Legislation

Title VIII of the "Goals 2000" legislation is known as the "Gun- Free Schools Act" and states:

"No assistance may be provided to any local educational agency under this Act unless such agency has in effect a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon (including fire arms, dagger, dirk, stiletto, knife, iron bar, chain, brass knuckles, or lighter) to a school under the jurisdiction of the agency except such policy may allow the chief administering officer of the agency to modify such expulsion requirement for a student on a case-by case basis".

Standards of Conduct for Students

The unlawful possession, use or distribution of tobacco, alcohol or illicit drugs by students on school premises, or as part of any school activity, is prohibited.

Disciplinary sanctions consistent with local, state and federal law, up to and including expulsion, and referral for prosecution, will be imposed on all students who violate the standards of conduct for the district. Disciplinary sanctions concerning alcohol or other drug related violations may include completion of a rehabilitation program. (student's assistance referral and counseling)

Standards of conduct apply to all students.

BULLYING AND CYBERBULLYING

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct

1. For the purposes of this policy, "bullying and cyberbullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that

a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

Penalty: Reprimand up to an expulsion, including possible police contact.

B. Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official.

BICYCLES

Students riding bicycles to school should park them in the designated bicycle parking area, and the bicycles will remain in this area for the school day. For the child's safety, good bicycle safety rules are to be followed.

PLAYGROUND POLICY

Elementary school students are expected to participate in daily outdoor recess activities. Children are expected to observe proper playground behavior as requested by the playground supervisors. Normally if a child is too ill to participate in recess, she or he is too ill to be in school. However, if an unusual condition exists, which permits attendance at school, but makes participation in recess unadvisable for a day or two, a note from home is expected. For a long-term request, which is a period of time exceeding two days, a note from a physician is required.

We do have outdoor time every day except in rain or extremely cold weather. Please dress your child accordingly. Warm mittens, coats, hats, and boots are needed every day once cold weather begins.

SCHOOL BUS CONDUCT:

1. Be at the bus stop designated, ready to board bus. The driver cannot wait for tardy pupils. Keep 10 feet from bus stop while waiting.
2. Go directly to seat and sit down. Sit with feet in front of the seat not in the seat or on back of seat.
3. Refrain at all times from moving around while the bus is on route or in motion.
4. Musical instruments, gym bags, books, etc. must be held by the student or placed under the seat. The center aisle must remain clear at all times.
5. Observe classroom conduct (except ordinary conversation). NO SHOUTING while getting on or off and while riding the bus.
6. Keep hands, arms, head inside the bus at ALL TIMES. This includes while the bus is parked.
7. Help keep the bus clean, and orderly. No eating or drinking on the bus (possible exception: field trips and athletics). Do not damage or mar bus at any time.
8. Cooperate with the driver at all times and do what the driver directs you to do, without comment.
9. Inappropriate behavior and language will not be tolerated. Those who misbehave may be denied the privilege of riding the bus.
10. You must cross in front of the bus in sight of the driver, after receiving signal from the driver, and walk when crossing the highway.
11. You should never leave by the rear door except in an emergency.
12. You may board and depart the school bus only at the school building where you are assigned. In order to board at other your assigned building, you must have a written excuse signed by the teacher or principal who detained you.
13. It is the option of the bus driver to assign seats, and students must sit in their assigned seats.
14. Do not bring dangerous items such as knives, matches, lighters, etc. onto the bus.
15. The above rules apply to all people riding school buses at all times, including field trips and athletic events.

STUDENTS RIDING BUSES:

New change to the transportation policy is to improve the safety of students being transported to and from home. We want to be sure we are providing consistent and safe transportation for all of our students. We have become increasingly concerned over the number of alternate stops being requested and never want to mistakenly take a student to a location where there is no adult supervision.

The specific language approved by the Board is printed below. We realize that some parents will need to make changes to comply with this new policy. You will need to identify one location for morning pick-up and one location for afternoon drop-off. While we will consider emergency alternatives to these locations, the reason must truly be an emergency. Parents will need to contact the Transportation Department to make those emergency changes.

Student Pick-up and Drop-off Locations

Students will be transported from one designated location and to one designated location. It is understood that these two locations may not be the same. In cases of emergency, alternate pick-up/drop-off spots may also be considered if located on an existing route. Emergency alternatives will be approved by the Transportation Department.

DRESS CODE:

Children should be encouraged to wear clean, comfortable, and sensible clothing and footwear. All student items from home should be clearly labeled with the student's name. (This includes hats, mittens, jackets, boots, notebooks, etc.) When items are missing, the student should check the lost-and-found area. We will make every effort to help locate missing items. However, for obvious reasons, the school cannot be responsible for personal items.

Fire Safety Regulations require that shoes be worn at all times. During the times of the year when boots should be worn, each child must have a pair of shoes to wear in the building. Your child will also need gym shoes to participate in gym class. Leather soles or stocking feet have a tendency to slip on a polished floor causing accidents.

According to school board policy, clothing is considered unacceptable if it:

- creates a present danger to the health and safety of the student or other persons
- creates or potentially creates a disruptive influence on the educational process such as wearing

- *halters

- *hats

- *short shorts

- *mutilated clothing

- *clothing with profane, vulgar or obscene suggestions

- *clothing which is sexually suggestive

- *clothing that advertises alcoholic beverages, tobacco products, or drugs

- *slogans or statements using improper language

- *items that infringe upon the rights and freedoms of other students

ATTENDANCE:

School is not just textbooks or workbooks, but also consists of many social and emotional experiences. To provide your child with maximum instructional time, this attendance policy has been developed.

1. If a child is absent for any reason, the parent/guardian shall call the school on the day of the absence prior to **8:15 a.m.** It is especially important for children who walk to school to inform the school as soon as possible when a child is absent. This lets the school know that your child is at home and not missing.

- a. All medical and dental appointments should be arranged outside of school hours. In the case that this is not possible, please send a note or call the school prior to the appointment. Students are required to make up all work missed.
- b. Parents of students with long-term illnesses should make arrangements with the child's teacher to ensure that academic requirements are met. Options include, but are not limited to, tutoring or home-bound teaching.
- c. Family vacations during school time are discouraged. Contact the teacher if this situation occurs. These days shall be included in the total absences.

2. After **five (5)** excused absences a notice will be sent to parent/guardian. This notice is meant for informational purposes. A child arriving after **8:15 a.m.** is counted absent.

3. After **ten (10)** excused absences a second notice will be sent to the parent/guardian.

4. After **fifteen (15)** excused absences a third notice will be sent to the parent/guardian. A copy of this notice will be forwarded to the county truant officer.

5. Any child missing more than forty (40) days within a school year is considered to have excessive absences. These absences may jeopardize reaching basic learning-outcomes for that school year.

EXCUSED ABSENCES: Any absences that are reported to the office, either by phone or note, before or within twenty-four (24) hours of the absence.

STUDENT ARRIVAL AND DEPARTURE FROM SCHOOL:

Arrival – School doors will be open at 7:15 a.m. with school starting at 7:45 a.m. Due to the lack of adult supervision on the school grounds prior to the start of the school day, and because there are no areas protecting students from the weather, we are asking for your cooperation. If your child(ren) walk to school, please plan for them to arrive not more than five minutes before the start of the school day. Doors are open thirty minutes before the start of school. **IN INCLEMENT WEATHER, CHILDREN WILL BE PERMITTED TO WAIT INSIDE THE BUILDING WHEN THEY ARRIVE AT SCHOOL.**

Departure - It is requested that parents picking up their children remain outside the building. This greatly reduces confusion for teachers and students at the end of the day. It also increases children's safety. Parents in cars picking up their children are asked to please park in the visitor parking lot.

PARENT TEACHER CONFERENCES:

Parent Teacher Conferences are scheduled in the fall and spring. The Saranac Elementary Staff encourages conferences and enjoys hearing from parents. Teachers like sharing information with parents on their child(ren)'s progress and conference time

is a perfect opportunity to do so. If an additional conference is needed with a teacher or other school personnel, please schedule an appointment with that person.

PARENT VISITATION:

Saranac Elementary School belongs to the community. We encourage parents to take the opportunity to visit our school in action. So we may ensure the safety of our children, we must account for all people in the building. We ask that you please contact your child's teacher prior to your visit and sign our visitor's book, which is found in the office, before proceeding to the classroom.

CHILD RELEASE POLICY:

Because of our concern for the safety of our students, the following guidelines will be followed:

1. No child will be released to a person other than a parent or guardian, during school hours, without the written permission of the parent or guardian as indicated on the Emergency Card.
 - A. If a parent/guardian desires that his or her child be released to another person, not indicated on the Emergency Card during school hours, the following must be received in writing:
 - The name of the person to whom the child is to be released
 - The time of the release and the length of time for which the child is to be released
 - The purpose of the release
 - B. Exceptions will be made only in times of emergency. The determination of whether an emergency exists will be made by the principal or designee.
2. The person to whom the child is to be released will be required to sign a log in the office indicating the time and purpose of the release. If the person is not known or recognized by the staff person, identification will be required. If the principal, or designee, has any doubts about the documentation presented, a decision not to release the child will be made.
3. Teachers may release a child to an adult only after receiving permission from the office. Teachers will be required to refer all requests for release to the office.

No child will be permitted to walk home alone during school hours without permission from the parent/guardian.

4. In the case of children of divorced parents, divorce laws stipulate that the custodial parent alone has the responsibility for custody, care, control, and the education of said child(ren).

Appendix A

Non-Discrimination on the Basis of Sex

No district employee or student, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

A grievance procedure for responding to claims of discrimination based upon sex by an employee or student of the district has been developed and is available in the superintendent's office.

This statement and information about complaints about Title IX compliance shall be disseminated to students, parents, employees, applicants, and the general public in a manner as determined by the superintendent.

If any person believes the district or an employee of the district has inadequately applied the principles and/or regulations of a federal Title program or believe they have been discriminated against, should contact the appropriate Title coordinator at the address found in Appendix D of this handbook.

The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the local Title coordinator, who shall investigate the complaint and answer the complaint within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

Step 1:

A written statement of the complaint signed by the complainant shall be submitted to the local Title coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the complaint and reply in writing to the complainant within ten school days.

Step II:

If the complainant wishes to appeal the decision of the local Title coordinator, that person may submit a signed appeal to the superintendent within five business days after receipt of the local coordinator's response. The superintendent shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

Step III:

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the board within five business days of receipt of the superintendent's response in Step II. The board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

Step IV:

If, at this point, the complaint has not been satisfactorily settled, further appeal by the complainant may be made to the Office of Civil Rights, Department of Human Services, Washington, D.C. 20201.

Appendix B

Sexual Harassment and Intimidation

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act 1972 and the Michigan Elliot-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination.

It is the policy of this district to maintain learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation. It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Definition

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
- c. such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Any person who alleges sexual harassment by a board member, staff member or student in this school district, may use the procedure detailed in the

appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, district Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Grievance Procedure

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, Title IX coordinator, or grievance officer; in the case of a student, to the building principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a board member, to the superintendent, Title IX coordinator, or grievance officer.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner through the following steps:

1. Interview the complainant and document the interview.
 - a. Request that the complaint be put in writing, if possible.
 - b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
 2. Interview the accused and document the interview.
 - a. Re-emphasize the board's policy regarding insult, intimidation and harassment without making judgments at this stage.
 - b. Keep the identity of the complainant confidential, if possible.
 3. Interview all witnesses identified by the parties and document the interview.
 4. Review the personnel files or student records/files of the complainant and the accused for any history of problems.
 5. Make a determination on the merits of the complaint.
- If the investigation shows that the complaint is without merit, the following action will be taken:**

1. The investigation will be closed.

2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.
5. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.
6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

If the investigation shows that the complaint has merit, the following action will be taken:

1. The investigation will be closed.
2. The grievance officer will confer with the board and superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.
 - a. The complainant should be made whole: in the case of an employee, for any lost earnings, employment opportunities, personnel records should be corrected; in the case of a student, lost educational opportunities, extracurricular opportunities, student records updated; in the case of a board member; lost opportunities of public service, such as chair of special committees, appointments or professional development opportunities.
 - b. The potential for continuing problems should be alleviated by reassignment where possible.
3. The parties will be advised of the results of the investigation and the actions to be taken.
4. Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.
5. All actions will be documented and a record placed in the offender's permanent personnel file or student discipline records.
6. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all board members, employees, or students involved in the investigation.
7. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

All complaints, interviews and investigations will be treated with the strictest confidentiality and utmost discretion. Only those board members, employees, or

students whose participation in the investigation of a complaint was essential to its resolution will be informed of it.

Sanctions

- a. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
- b. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.
- c. A substantiated charge against a board member in the school district shall subject that board member to any legal and disciplinary action allowed under current law.

Notification

Notice of this policy will be circulated to all school buildings and departments within the district, and incorporated in teacher, student and parent handbooks. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student to student sexual harassment.

Appendix C

Equal Educational Opportunity

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Step 1:

A written statement of the complaint signed by the complainant shall be submitted to the local Title coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the complaint and reply in writing to the complainant within ten school days.

Step II:

If the complainant wishes to appeal the decision of the local Title coordinator, that person may submit a signed appeal to the superintendent within five business days after receipt of the local coordinator's response. The superintendent shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

Step III:

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the board within five business days of receipt of the superintendent's response in Step II. The board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the board's

disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

Step IV:

If, at this point, the complaint has not been satisfactorily settled, further appeal by the complainant may be made to the Office of Civil Rights, Department of Human Services, Washington, D.C. 20201.

Appendix D

Compliance Officers/Title Coordinators

Questions or concerns regarding the following should be addressed to the listed compliance officer/Title Coordinator:

Title VI	Mr. Jason Smith 225 Pleasant Street Saranac, MI 48881 (616) 642-1400
Title IX	Mrs. Sara Serne 150 Pleasant Street Saranac, MI 48881 (616) 642-1103
Section 504	Individual Building Administrators Jr. /Sr. High – Mr. Josh Leader Elementary – Mr. Mike Catrell
Americans With Disabilities Act (ADA)	250 Pleasant Street Saranac, MI 48881 (616) 642-1100
Asbestos Abatement Lead Free/Radon Pesticide Application	Mr. Jason Smith 225 Pleasant Street Saranac, MI 48881 (616) 642-1400
Sexual Harassment	Individual Building Administrators Jr. /Sr. High – Mr. Josh Leader Elementary – Mr. Mike Catrell
Freedom of Information Act (FOIA)	Mr. Jason Smith 225 Pleasant Street (616) 642-1400

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Discipline Data for FY: 2021-2022

Superintendent Smith will present the Discipline Data for FY: 2021-2022 school year.

StudentFirstName	StudentLastName	IEP or 504	Grade	StudentRaceEthnicity	Victim	ActionsTaken	SuspExpulDays
Student	Student	IEP	5	caucasian	Student	Suspension	2 days
Student	Student	IEP	5	caucasian	Student	Suspension	2 days
Student	Student	IEP	5	caucasian	Student	Suspension	1 day

StudentFirstName	StudentLastName	IEP or 504	Grade	StudentRaceEthnicity	Victim	ActionsTaken	SuspExpulDays
Student	Student	No	9	White	Student	OSS	1
Student	Student	No	9	White	Student	OSS	1
Student	Student	No	9	Latinx	Student	OSS	1
Student	Student	IEP	7	Black	Student	OSS	1
Student	Student	IEP	7	White	Student	OSS	5
Student	Student	No	7	White	Student	OSS	5
Student	Student	No	7	Black	Student	OSS	5
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	7	White	Student	OSS	1
Student	Student	IEP	8	White	Student	OSS	1
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	9	White	Student	OSS	3
Student	Student	IEP	9	White	Student	OSS	1
Student	Student	IEP	8	Latinx	Student	OSS	1
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	8	White	Student	OSS	1
Student	Student	No	7	White	Student	OSS	2

Offense Date	School Year	Offense Description	Comments	Gr
11/29/2021 Mon	2021-22	BUL - Bullying	Participated in the destruction of another student's shirt, along with seven other kids. The shirt was written on, including inappropriate sexual, homophobic and racist comments. It was also torn into multiple pieces. It was later thrown at the student in class by one of the group.	08
11/29/2021 Mon	2021-22	BUL - Bullying	Participated in the destruction of another student's shirt, along with seven other kids. The shirt was written on, including inappropriate sexual, homophobic and racist comments. It was also torn into multiple pieces. It was later thrown at the student in class by one of the group.	09
11/29/2021 Mon	2021-22	BUL - Bullying	Participated in the destruction of another student's shirt, along with seven other kids. The shirt was written on, including inappropriate sexual, homophobic and racist comments. It was also torn into multiple pieces. It was later thrown at the student in class by one of the group.	08
11/29/2021 Mon	2021-22	BUL - Bullying	organized and participated in the destruction of another student's shirt, along with seven other kids. The shirt was written on, including inappropriate sexual, homophobic and racist comments. It was also torn into multiple pieces. It was later thrown at the student in class by student.	08
11/29/2021 Mon	2021-22	BUL - Bullying	Student participated in ripping and writing on another student's sweatshirt. She was one of 8 that participated in writing slurs and other hateful words.	08
11/29/2021 Mon	2021-22	BUL - Bullying	Student participated in ripping and writing on the sweatshirt of another student. Words were swear words, ethnic slurs and homophobic slurs.	09
11/29/2021 Mon	2021-22	BUL - Bullying	Participated in the destruction of another student's shirt, along with seven other kids. The shirt was written on, including inappropriate sexual, homophobic and racist comments. It was also torn into multiple pieces. It was later thrown at the student in class by one of the group.	08

11/29/2021 Mon	2021-22	BUL - Bullying	Students was one of 8 students that ripped and wrote on another student's sweatshirt prior to the school day starting in the commons. Student admitted they were trying to get back at the boy who hurt their friend.	09
12/15/2021 Wed	2021-22	BUL - Bullying	Student goaded a special ed. student into saying the n-word on video then shared the video with others.	07
12/15/2021 Wed	2021-22	BUL - Bullying	Student posted a video of a special-needs student using the n-word (after being goaded by a third student) to TikTok without permission.	07
06/03/2022 Fri	2021-22	BUL - Bullying	Student called another student a "furry" repeatedly and threw a pencil at her. He also stole her purse.	07

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Removal of Admin Non-Renewal

Superintendent Smith will present a request to remove Non-Renewals from personnel files.